



ALABAMA CRIMINAL JUSTICE INFORMATION CENTER

Application to Review or Challenge Alabama Criminal History Record Information

PART I: Applicant Information

Full Name (First, Middle, Last, Suffix): _____

Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____

Alias or Nickname(s): _____ Sex/Gender: Male Female

Social Security Number: _____ Date of Birth: _____ (month/date/year)

Race: White Black Asian Indian Other (please specify) _____

Current Driver's License Number: _____ Issuing State: _____

Current e-mail address: _____

Home Phone #: () _____ Cell Phone #: () _____

Work Phone #: () _____ Extension: _____

1. My request is to (*check all that apply*):

Review a copy of my CHRI maintained by ACJIC;

Challenge specific items in my CHRI maintained by ACJIC (see requirements in *Part II* of this application).

2. Included with my Application are the following items:

- ☐ The required copy of my valid photo identification (*see "Appendix A" for application instructions for requirements and for accepted forms of identification*).
- ☐ The required \$25.00 administrative fee (*must be in the form of a money order or Cashiers checks made payable to the STATE OF ALABAMA*).
- ☐ A classifiable copy of my own fingerprints taken by law enforcement as required (*please see "Appendix C" for instructions*).

I, the above referenced individual, hereby request to Review or Challenge my Alabama criminal history record information (CHRI) maintained by the Alabama Criminal Justice Information Center, Alabama's official criminal history repository. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975).

Applicant Signature _____

Date _____



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PART II: Request to Challenge CHRI maintained by ACJIC

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the Alabama Criminal Justice Information Center that he or she believes to be **incomplete** or **inaccurate**. This may be requested by completing the *ACJIC Application to Review or Challenge AL Criminal History Record Information* and returning it along with the required documentation to ACJIC within one calendar year of the date of the ACJIC response to the individual's request to review CHRI.

Please ATTACH IN WRITING to this completed application the following information regarding EACH arrest and/or disposition you wish to challenge:

1. **The charge and DATE of each** specific arrest or disposition being challenged;
2. **The Name of the ARRESTING AGENCY OR COURT for each** arrest or disposition being challenged;
3. **A listing of each specific arrest or disposition** being challenged;
4. **The details related to why each specific arrest** is incorrect or incomplete;
5. **What the applicant believes to be the correct information for each arrest or disposition** being challenged;
6. **Where the applicant obtained what he/she believes to be the correct supporting information** (if applicable); and
7. **Official documentation from the arresting agency or court (if applicable) to support** each arrest or disposition being challenged.

Please mail your completed application, along with the required documentation to:

**Alabama Criminal Justice Information Center
P.O. Box 300660
Montgomery, Alabama 36130-0660
ATTN: Director**

The *ACJIC Application to Review or Challenge AL Criminal History Record Information* will be reviewed by an ACJIC official, along with the documentation provided. The applicant will be notified as promptly as possible of the results of the challenge and you may appeal a decision that is unsatisfactory to you according to the procedures established by the ACJIC Commission.

Questions? Contact the Alabama Criminal Justice Information Center's Crime Statistics and Information Division by calling **334-517-2450**. ACJIC's normal business hours are Monday through Friday, from 8:00 a.m. until 5:00 p.m. Central Standard Time (CST).